



Introduction to Adobe Acrobat

Adobe Acrobat allows you to create PDF (Portable Document Files) from almost any type of computer application. These files retain the exact look and content of the original and can be distributed by e-mail, placed on the World Wide Web, or an intranet. If you have ever downloaded IRS forms from the web, you have used Acrobat.

In order to create Acrobat files, you will need the full version of Adobe Acrobat which includes: PDF Writer, Adobe Acrobat, Acrobat Distiller, Acrobat Reader, and Acrobat Catalog.

To become more familiar with the program, please open Adobe Acrobat. We will look at the help features available within the program, identify the various tools and menus, and navigate through the help documents.

1. Launch Adobe Acrobat.
2. Under the Help menu, select Acrobat Guide.
3. Select the hand on the tool menu.

You will notice that the page is divided in two parts. The left side is the navigation pane and the right is the document pane.

Click several of the bookmarks in the navigation pane. Notice the changes in the document pane on the right side.



Look at the task menu at the bottom of the panes. You can change magnification and pages by using the tools here. You may also change the way in which the pages display.

Navigation Pane button
and pop-up menu

Page Size Page layout



Current page and page buttons

Navigation Pane button - allows you to open and close the window pane showing bookmarks, thumbnails, annotations, and signatures.

Magnification display and pop-up menu - you may change the magnification in Acrobat in many ways. You may click into the display and type in the percentage of magnification and hit return. Clicking the downward-pointing arrow will cause a pop-up menu to appear with standard magnifications.

Current page display and arrows - the middle section of the status bar is for scrolling by page. You may type in a page in the display area or scroll (forward or back one page at a time, or skip to the beginning/end).

Page size - the obvious.

Page layout pop-up menu - The choices are single page, continuous, and continuous facing.



The Command Bar



Adobe online - Clicking this button calls up a box allowing you to go to Adobe's website for help, registration, and resources.



Common commands

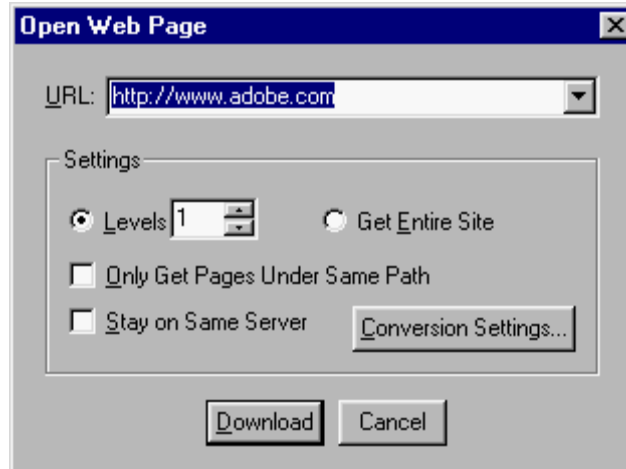
Open command - the Open dialog box will appear.





Open Web page - allows you to open to a World Wide Web site. Acrobat allows for Web Capture - downloading of HTML-based Web pages. It changes them into PDF

documents
with links and
images intact.



Save



Print



Show/Hide Navigation Pane button - The navigation pane contains the bookmarks, thumbnails, annotations, and signature palettes.



Navigation arrows - Navigate quickly to the **First Page**, **Previous Page**, **Next Page**, and **Last Page**.



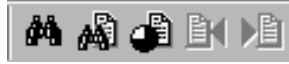
Go to Previous/Next View - Allows you to skip around much like the back/next buttons in a web browser.



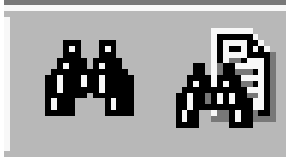
Page View - These three buttons give you three standard levels of magnification:

Actual size - 100% magnification

Whole page - fits the whole page into the window.



Fit Width button - spreads the page across the width of your screen (easy to read).



Search Commands

Find - Click the binoculars.

Search - Allows you to conduct searches of files that have been indexed.

Search results - After an initial search, you may further refine the choices of your search results.

Previous highlight - jumps back to the previously viewed search result.

Next highlight - advances to the next search finding.

Creating a PDF Document

PDFWriter vs. Distiller

The content of a document must be created in a program other than Adobe Acrobat. This can be a word-processing, graphics, page-layout, or business program. The PDF document will be created by “printing” your document in PDFWriter or Acrobat Distiller.

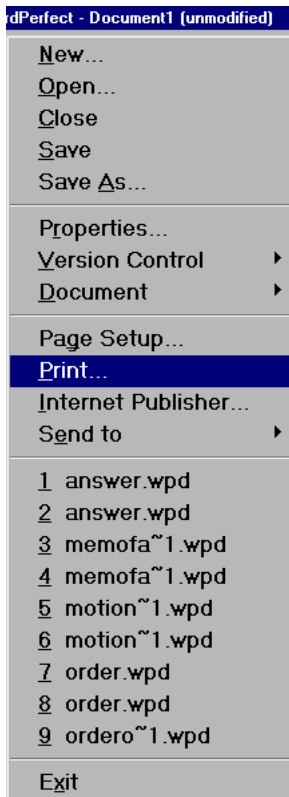
PDFWriter is the more basic of the two and works well for simple business documents. This option works well for court documents which do not contain graphics.

Acrobat Distiller gives you more precise control for compressing graphics images, desktop publishing, and PostScript features. It takes longer, requires more RAM, and needs a PostScript printer driver, but it also allows you to do batch processing.

Creating PDF Files from Word Processors

Creating a PDF file from a text file is as simple as printing if you have Adobe Acrobat installed on your computer.

1. Open the Order document included with the lesson materials. (If you do not have this file, you may use any document that you have from your word-processing program.
2. Select File > Print.
3. Choose Acrobat PDFWriter from the Name menu in the Printer section, and click OK. In some applications, you may need to click Setup in the Print dialog box to get access to the Name menu.
4. In the Save PDF File As dialog box, choose the location to save your document. You may wish to click the Edit Document Info box and enter the title and key words. Acrobat has it's own utility program for creating a searchable PDF Library and Catalog. Click OK.

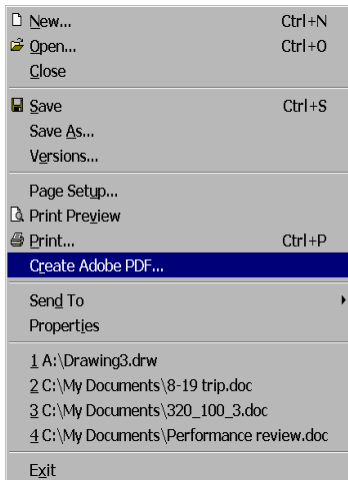




Programs with PDF Macros

Some programs (Microsoft Word, PowerPoint, Excel) have special macros which allow you to make PDF files by selecting an icon or a special command under the file menu. However, they will still allow you to create PDF documents with the Print command.

1. Open the Word document titled "Motion."
2. Click the Acrobat icon on the far right of the toolbar.



3. Select PDFWriter (if prompted) and click Create.

Many of these programs also have a special command under the File menu - Create PDF File. Using either option will cause a window to appear which allows you to choose options to create your PDF file.

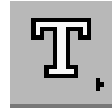




Editing Text in Acrobat

Adobe Acrobat allows you to edit text, one line at a time, and to change text attributes such as spacing, point size, and color. In this lesson you will proof a document, make small changes in the text, and save the document.

1. Choose the touchup text tool in the tool bar.
2. Click into the text on this page and make changes.



Larger Edits

If you should need to make extensive edits to a document, it may be easier to replace an entire page of the document.

1. Choose Document > Replace Pages.
2. The Replace Pages dialog box will appear and ask for the name of the file and page numbers to use, as well as verifying which pages of your document you wish to replace.

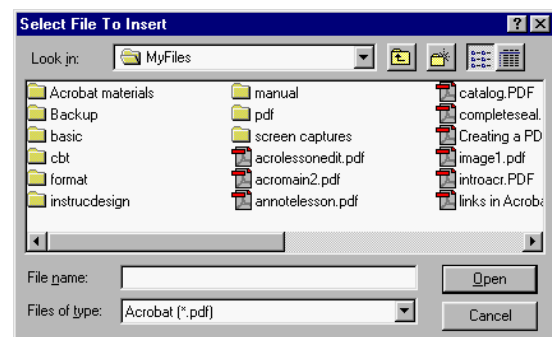


Adding and Deleting Pages

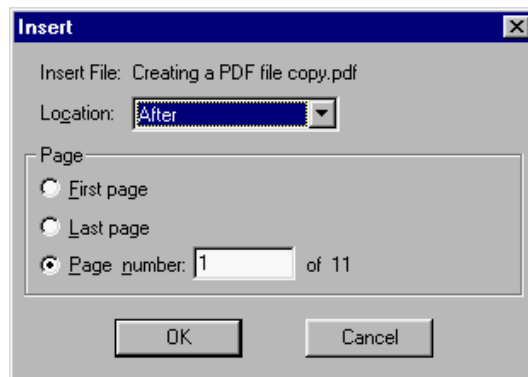
You may add and delete pages in a PDF document in Acrobat. You can insert a page, a specified range of pages, or all pages of a PDF document.

To Insert Pages

1. Choose Document > Add Pages from the menu.
2. The Select File to Insert window appears. Select the file with the pages you wish to insert.

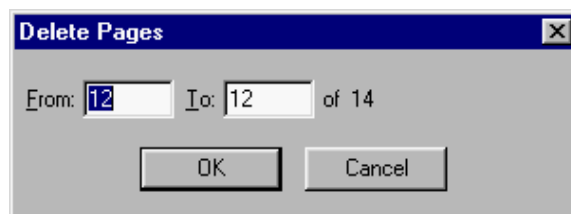


3. Click Open. The Insert dialog box appears asking where you wish to place the file. When you have selected the correct place, click OK.



Deleting Pages from a PDF Document

1. Select Document > Delete Pages from the menu bar.
2. The Delete Page dialog box appears. Select the pages to be deleted and click OK.





Creating Links in Documents and to Other Files

Acrobat allows you to create links to jump to a particular section of a long document. You can also use these navigational features to add interactivity to glossaries and indexes.

Creating a Link

1. Select the link tool in the tool bar.

The cursor will now appear as a cross-hair pointer when you move it onto the document. Any existing links within the document will appear temporarily as black rectangles.

2. Click and drag to draw a rectangle around the text block or area that you wish to establish as a link.

The Create Link dialog box will appear. You will specify the appearance of the area as well as the link action.



3. Under Appearance Type, choose Invisible Rectangle.
4. Under Action, choose Go To View.
5. With the dialog box still open, go the page you wish to appear when the link is operated.

6. In the Create Link dialog box, for Magnification, choose Fit Width.

7. Click Set Link.

If you wish to check your link, select the hand from the tool bar. As you move over the link you have just created the hand should change to a pointing finger. Click inside the activation area. You should jump to the page you selected.

Editing Links

You may change the activation area, appearance, or link destination by editing the link.

1. Select the link tool and double-click inside the activation area of the link you wish to modify. The Link Properties dialog box will appear.

2. If you wish to change the destination, click on the Edit Destination button.

3. Navigate to the page or area you wish to be the destination for your link.

4. Click Set Link.

Creating Links to the World Wide Web

You may also create links to the web using the link tool.

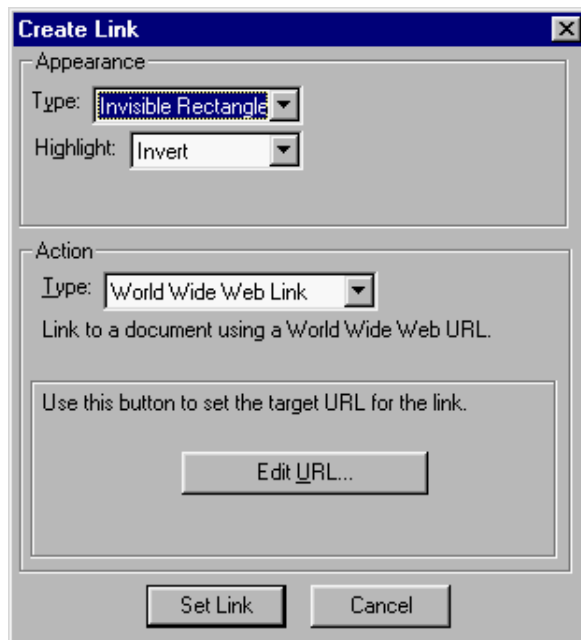
1. Select the Link tool.

2. Draw a marquee around the activation area you wish to establish.

3. When the Create Link dialog box appears, under Action Type, choose World Wide Web Link.

4. Click Edit URL and enter the web address. Click OK.

5. Click Set Link.



You may try out the link using the hand tool on the tool bar.

Acrobat will open the page in the Web browser which you have selected as your preferred browser.

Annotating Documents

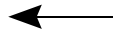
If a file must pass be reviewed or edited by an audience of reviewers, you may use text notes, files, audio, graphics or stamps attached to the document to collaborate on changes. You can then compile the annotations in a single file for easier viewing.

To set up your note tool, do the following:

1. Choose File > Preferences > Annotations.
2. For Author, enter your name.
3. Choose a font and size.
4. Click OK.

There are three kinds of tools available for annotating in Acrobat:

annotation tools
graphic markup tools
text markup tools



The Notes Tool

1. Select the notes tool on the tool bar.
2. Click in the space where you would like to place the note.



An empty note window will appear. Type in the text as desired. You may edit the properties of this box to display various icons and colors by choosing Edit > Properties from the menu bar with the note active.

When you have finished with the note, box on the title bar to close the notes



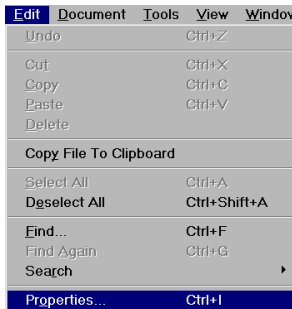
click the window.

Adding a Stamp

The stamp tool allows you to use pre-made “stamps” to mark up documents. Acrobat comes with a stamp library, and custom stamps can be created in other programs and added.

1. Hold down the mouse button on the notes tool to display a set of hidden tools and drag to the stamp tool.

2. Click on the page. The default stamp “Approved” appears. You can change this stamp using the Stamp Properties dialog box.



3. With the stamp still active, choose Edit > Properties.

Look through the different categories and different stamps available. You may select a color (bottom right of window) for an associated pop-up window.

4. Click OK.

If you wish to add a note about the stamp, double-click the stamp to create a note window.



Adding a File Annotation.

You can use the file annotation tool in Acrobat to embed a file so that a reader may open it for viewing. You can attach any type of file, but the reader must have an application which can open the attachment.

1. Hold down the mouse button on the text tool or stamp tool to display the hidden tools, then drag to select the file annotation tool.

2. Click in the document where you wish to attach the file.

3. In the Select File to Attach dialog box, select the file to attach. You should also select the attach icon to represent the type of file annotation. You may add a description and color.

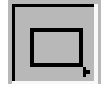
4. Click OK.



Graphic Markup Tools

The graphic markup tools allow you to create a free-form line, a rectangle, an ellipse, or a straight line. You may then add an associated note.

1. Choose one of the markup tools from the menu by holding down the mouse over the pencil tool to display the set of hidden tools.



2. Choose a spot to insert an annotation. Draw with the tool of your choice.

3. Choose Edit > Properties.

4. Make any changes you desire.

5. To associate a note with your markup, move the pointer inside the area of your markup until it changes to an arrow. Double-click to create a note window.

6. Type in your notes and then close the window.

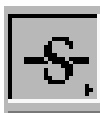
Text markup Tools



1. Select the highlight text tool in the tool bar.

2. Highlight a section of text by dragging the I-beam over it.

3. Move the pointer over the highlighted text until it changes to an arrow. Double-click to create a note window. Type something in and close the note.



In addition to the highlight text tool, there is a hidden menu containing the strike-through and underline tools. You may access these by holding the mouse button down over the highlight tool.

Summarizing Annotations

Acrobat has a tool for summarizing all annotations in the document. This lets you view the text of all the notes without having to open each one.

1. Choose Tools > Annotations > Summarize Annotations.

All of the annotations in the document are now summarized in a new PDF file which you may append to the document or save as a separate file.

Exporting Annotations

Sometimes several different reviewers will make annotations on different copies of the same file. You can export the annotations from the document and save them in Forms Data Format (FDF) files. You can then import all the annotations into one file

1. Open the file that contains the annotations (for this exercise, use this file).
2. Choose File > Export > Annotations.
3. Name the new FDF file and save it.

Importing Annotations

1. Choose File > Import > Annotations.
2. Select the FDF file(s) you wish to import and click Open. (You may select a PDF document and import annotations directly from there.)

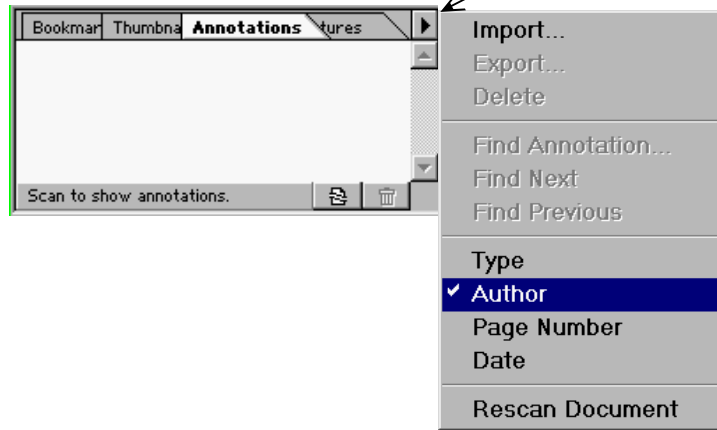
The imported annotations will appear in the annotations palette and throughout the document in red.

The Annotation Palette

The Navigation pane of the document contains an annotations palette. Choose Window > Show Annotations to display it.

1. Click the Start Annotation Scan button at the bottom of the Annotations palette to scan the document. A list of the

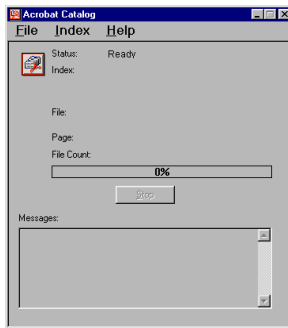
annotations present in the document appears. The default sorting of the list is by author, but you may also sort by type, page number, or date using the pull-down menu in the upper right corner of the Annotation palette.



Double-clicking on an annotation in the list in the Annotation palette will move the document pane to the page containing the annotation.

Creating a Searchable PDF Library and Catalog

The Acrobat Catalog lets you search large collections of documents quickly and easily. You create a full-text index of your PDF documents and then use the Search command in Acrobat or Acrobat Reader to search the entire library. The Search command allows you to refine your search

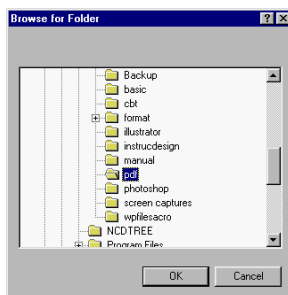
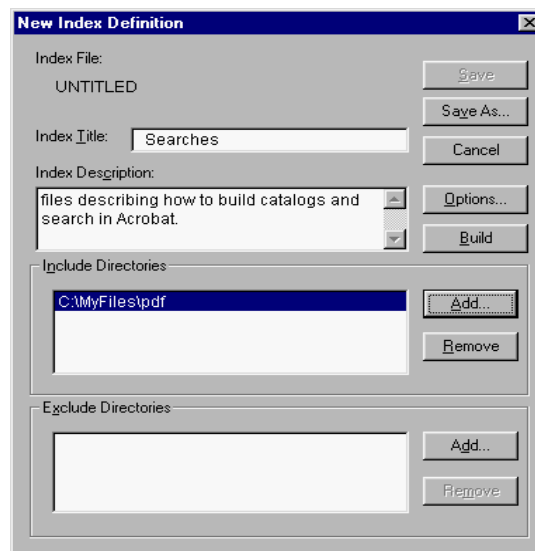


Building the Index

1. Start Acrobat Catalog.
2. Choose Index > New. Enter a title for your index.

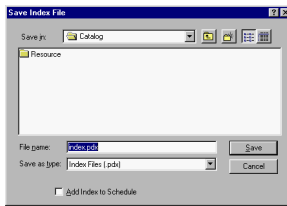
Depending upon the filing system you use in your court, you will need to tailor the system to fit your procedures. Under Index Description, enter any information identifying the dates, types of cases, or whatever brief information would describe the contents for you.

3. Under Include Directories, click Add. (You can add more folders by repeating this step.)



4. In the Browse for Folder dialog box, select the file(s) you would like to index. The index will include all subdirectories within the file by default, but you may select any items you wish to exclude using the Exclude Directories box at the bottom.

5. Click Build.



6. Save the folder somewhere on the same drive as the documents. I recommend saving the .pdx index you create in the folder of the files you indexed.

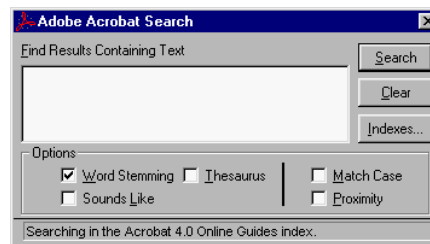
After Index Build Successful appears, you may exit the Adobe Catalog Program.

Searching

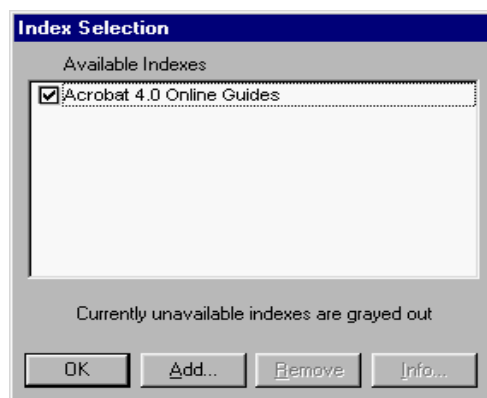
Acrobat and Acrobat Reader both have search features.

1. Open Acrobat.

2. Click the Search button on the command bar.
(Edit > Search is the Menu equivalent)



3. Click the Index button to select the index to search. The Index Selection dialog box appears.



Browse until you find the index you wish to search. You must select an index with the .pdx suffix. Click Open. Deselect any other indexes.